



City/County Payment Program

Frequently Asked Questions

What is the City/County Payment Program?

The City/County Payment Program was established by Senate Bill 332 (Chapter 815, Statutes of 1999) and became effective January 1, 2000. The Beverage Container Recycling and Litter Reduction Act authorizes the Department of Conservation (Department) to allocate a total of \$10.5 million on an annual basis to eligible cities and counties for beverage container recycling and litter cleanup activities.

The goal of California's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers. The recycling programs established by cities and counties assist the Department in reaching, maintaining, and hopefully, exceeding this goal.

How does a city or county apply for funding?

The Department provides an on-line Funding Request Form (FRF) each year to every eligible city and county. The exact amount of funding for the applicable cycle is stated on the FRF. To receive these funds, a city and/or county, must fill out and submit the on-line FRF to the Department by the designated deadline.

What program changes have been implemented since the last cycle?

- **On-line application process.** The ability to receive and submit funding request forms electronically will streamline the process for cities, counties and the Department.
- **Electronic notices.** Program and application information will be e-mailed to the city managers or equivalent and county recycling coordinators, which can then be forwarded to the designated person, lead agency or joint powers authority for completion. This generates less paper, eliminates lost funding request forms and provides a more efficient way to communicate.
- **Simplified payment process.** Checks will be mailed directly to the City or County payment mailing address identified on the profile. It is the city or county's responsibility to forward the funds to its respective joint powers authority or lead agency.

- **Revised Funding Request Form.** The project evaluation and self-certification sections have been eliminated. In addition, the Department no longer requires signatures or resolutions, which tended to delay the submittal of funding request forms.

What if I forget my password?

Select "Forgot your Password?" and follow screen instructions. A new screen will appear enabling the user to type in a new password. Don't forget to write down the user name and new password for future use.

What if the Invitation Letter has not been received or is accidentally deleted?

The Department should be notified immediately so another letter can be resent right away.

Please contact your Department field representative by calling 1-800-RECYCLE or (916) 322-0613 or send an email request to citycounty@conservation.ca.gov.

Why is the Invitation Letter being sent to the city manager?

Since the Department no longer requires signatures or resolutions and in an effort to maintain the integrity of the funding request process, the Department must send the invitation letter to an official who is responsible for administering the cities' activities.

Why aren't recycling coordinators copied on the Invitation Letter that is sent to the city manager?

In order to avoid problems associated with duplications and multiple users, the Invitation Letter can only be sent to one individual.

Can a city or county delegate the responsibility of submitting the FRF to another entity such as a joint powers authority or consultant?

Yes. The Invitation Letter or the Profile Summary (along with the Username and password) can be forwarded to the designated entity to complete.

Frequently Asked Questions (Continued)

Do any other documents need to be submitted with the funding request form?

No. The on-line FRF is the only document the Department needs to process payment unless you are asked to provide additional information on the prohibition of a supermarket-recycling site. The Department no longer requires a copy of a resolution.

Why does the eligible amount change from one fiscal year to the next? Can the city/county expect to receive the same amount each year?

Since the eligible amount is based on the population of each city or county, the eligible amounts may vary each fiscal year due to fluctuating populations throughout California.

Can a city or county request more or less than the eligible amount?

No. Allocations are pre-determined and cannot be adjusted. The on-line form will not allow a city or county to request more or less than the eligible amount.

What is the deadline to apply for funding?

The invitation to apply for funding is sent to eligible cities and counties annually. The statute indicates that entities have 90 days from the date of receipt to submit the FRF. Please refer to the 2005/2006 City/County Payment Program Guidelines for the exact due date.

What happens if a funding request form is submitted late?

Cities and counties will be unable to access the on-line FRF after the deadline and thus will not be eligible to receive funding. A denial letter will be generated and sent to those entities.

How much information should be provided in the project description?

Provide a very brief summary that will support and enhance the selected project activities.

If my city/county is denied funding, is there an appeal process?

No. The FRF must be submitted by the deadline in order to receive funding.

How soon will the city or county receive its check?

The Department will review and approve FRFs and authorize the State Controller's Office to make payments to each city and county. The State Controller's Office has up to 30 days to process the payment.

As provided in statute, the Department may withhold payment if the city or county has prohibited the siting of a supermarket site, caused a supermarket site to close its business, and/or adopted a land use policy that restricts or prohibits the siting of a supermarket site within its jurisdiction since January 1, 2000.

Where will the check be mailed?

The State Controller's Office will mail checks directly to the payment mailing address identified on the City or the County Profile. To identify the funding source, the words "**DOC/Recycling**" will be imprinted on the face of the check. Award letters will be sent to the primary contact as well as the person submitting the FRF to inform him/her that the check will be forthcoming. Be sure to communicate with your accounting department to ensure that the check is tracked properly.

Why are the checks being sent to the County Treasurer's Office?

The Department is required to adhere to payment policies established in the State Administrative Manual (SAM Chapter 8400) **Warrants Payable to Counties - When payment is to be made to a county, or an agency or office of a county, payment will be made to the County Treasurer (unless there is a statutory basis to do otherwise).**

What if the city/county does not expend all funds?

It is recommended that jurisdictions encumber the money in a separate account for beverage container recycling activities and expend it as soon as possible.

Can changes be made to the proposed activities already submitted?

All changes to activities must be submitted in writing (fax or e-mail) to the Department's Division of Recycling (Division) at the attention of your field representative. This includes changes to the proposed projects, contact person, mailing address, phone numbers, etc.

Frequently Asked Questions (Continued)

Can a Lead Agency or JPA submit one FRF for all of the eligible cities and counties that it represents?

No. A FRF needs to be submitted for each city and county using the on-line application process.

Will the funding request form be mailed to the city/county, lead agency, or JPA?

No. An invitation to apply will be sent electronically to each city and county with instructions on completing and submitting the FRF. Each city or county is responsible for delegating the submittal of the FRF to the lead agency or JPA on its behalf.

How should expenditures of the city/county funds be tracked?

Although there are no fiscal reporting requirements for this program, the Department recommends tracking expenditures for beverage container recycling programs separately from other programs.

Do records of expenditures need to be submitted?

No. The Department requests, however, that each jurisdiction maintain records for five years, in accordance with Title 14, Division 2, Chapter 5, Section 2085 of the California Code of Regulations. This means that invoices, receipts, timesheets, employee information and proof of payment for all expenditures must be kept on file.

Is approval from the Department necessary before a purchase is made?

No. Approval is not necessary if the proposed activities or equipment purchases were included in the FRF submitted to the Department.

Yes. If the expenditure is part of a new activity that was not on the original FRF submitted to the Department, please e-mail the changes to your Department field representative for approval.

What if the primary contact person for the city/county changes?

The Department should be notified immediately so information can be updated to ensure timely receipt of future information.

Notifications can be e-mailed to your Department field representative, faxed to (916) 322-8758, emailed to

citycounty@conservation.ca.gov or mailed to:
Department of Conservation, Division of Recycling,
Community Outreach Branch, 801 K Street, MS 17-01,
Sacramento, CA 95814-3533.

Are status reports or final reports required by the Department?

No. There is no reporting requirement at this time.

Does a city/county need to be certified by the Department to start a drop-off or collection program?

If the amount collected exceeds the consumer daily volume limits (currently this amount is 2,000 pounds of glass and 500 pounds of aluminum or plastic), you will need to be certified by the Department in order to receive payment of CRV.

For further information about certification, call the Department's toll free number at 1-800-RECYCLE or (916) 324-8598 and ask for a Certification Services Branch staff person.

For any other questions:

For further questions, please contact your Department field representative by calling 1-800-RECYCLE or (916) 322-0613. A field representative listing is also available on line at:

http://www.consrv.ca.gov/dor/grants/grant_seekers/Images_files/CCPPFAQs.pdf

You can also write to your field representative at:

California Department of Conservation
Division of Recycling
Community Outreach Branch
801 K Street, MS 17-01
Sacramento, CA 95884-3533
Fax (916) 322-8758
(Please identify your city and county.)

For additional information on California's beverage container recycling program, please visit our web site at www.conservation.ca.gov